



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Destruction of Certain Finance Department Records

MEETING DATE: June 4, 1997

PREPARED BY: Finance Director

RECOMMENDED ACTION: That the City Council approve the destruction of the hereinafter listed City of Lodi records.

BACKGROUND INFORMATION: In accordance with Government Code, section 34090, permission is requested to destroy the following obsolete City records:

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|---|-----------------|
| 1. Administrative Leave Balances | 1/91-12/94 |
| 2. Employee Balances & Step Increases | 1/91-12/94 |
| 3. Vacation Accruals | 1/91-12/94 |
| 4. Overtime Reports | 1/91-12/94 |
| 5. Union Dues Deductions | 1991-1994 |
| 6. Payroll Changes | 1991-1994 |
| 7. Revenue Ledgers | 7/87-6/94 |
| 8. Appropriation Ledgers | 7/87-6/94 |
| 9. Miscellaneous Memorandums (Journal Vouchers) | 7/87-6/94 |
| 10. Claim Vouchers & Invoices | 7/89-6/94 |
| 11. Canceled Bank of America Payroll Checks | 6/91-7/95 |
| 12. Canceled Farmers & Merchants Bank
Account Payable Checks | 6/91-7/95 |
| 13. Purchase Orders(associated requisitions and
supporting documentation) | prior to 1/1/90 |
| 14. Quotations(received in response to Request
for Quotations) | prior to 1/1/90 |
| 15. Materials Issued Records and Returned Good
Records(supplies, materials and equipment
charged out of Electric Utility Inventory) | prior to 1/1/94 |
| 16. Window Receipts | 1986-1990 |
| 17. Business License Applications | 1986-1990 |
| 18. Utility Customer Contracts | 1986-1990 |
| 19. Utility Meter Final Pages | 1988-1990 |
| 20. Utility Billing Registers | 1988-1990 |

FUNDING: None Required

Vicky Mc Athie
Vicky Mc Athie
Finance Director

VM:CW

Prepared by Coriene Wadlow, Accounting Technician

APPROVED: _____

H. Dixon Flynn
H. Dixon Flynn -- City Manager

INVENTORY OF CERTAIN RECORDS RETAINED BY THE CITY OF LODI FINANCE
DEPARTMENT REQUESTED TO BE DESTROYED PURSUANT TO GOVERNMENT CODE
SECTION 34090

1. Revenue ledgers, appropriation ledgers, miscellaneous memorandums (journal vouchers), claim vouchers and invoices.
2. Canceled Bank of America payroll checks and Farmers & Merchants accounts payable checks.
3. Purchase orders, quotations and materials issued records and returned good records.
4. Leave balances, employee balances, vacation accrual, overtime reports, union dues, and payroll changes.
5. Window Receipts and Business License Applications.
6. Utility customer contracts, final meter pages and utility billing registers.

Dated: 5/5/97

Vicky McAthie

Vicky McAthie
Finance Director

APPROVED FOR DESTRUCTION

Randall A. Hays

Randall A. Hays
City Attorney

Dated: May 7, 1997

RESOLUTION NO. 97-68

A RESOLUTION OF THE LODI CITY COUNCIL
AUTHORIZING DESTRUCTION OF CERTAIN RECORDS
RETAINED BY THE FINANCE DEPARTMENT

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WHEREAS, in accordance with Government Code Section 34090, the City Attorney has filed his written consent to the destruction of certain records retained by the Finance Department, an inventory of which is attached hereto, marked Exhibit A, and thereby made a part hereof;

NOW, THEREFORE, BE IT RESOLVED by the Lodi City Council that:

1. The records heretofore identified are no longer required.
2. The Lodi City Council finds that the City Attorney has given his written consent to the destruction of the records inventoried on Exhibit A attached hereto and the destruction of those records is hereby authorized.

Dated: June 4, 1997

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I hereby certify that Resolution No. 97-68 was passed and adopted by the City Council of the City of Lodi in a regular meeting held June 4, 1997, by the following vote:

AYES: COUNCIL MEMBERS -

NOES: COUNCIL MEMBERS -

ABSENT: COUNCIL MEMBERS -

ABSTAIN: COUNCIL MEMBERS -

ALICE M. REIMCHE
Acting City Clerk

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